



AUTHORIZATION TO PROCEED

PROJECT NAME: GIS Phase II Conversion

In accordance with Paragraph 3 of the Professional Services Agreement between Owner and Schneider, dated July 18, 2002, The Schneider Corporation is hereby authorized to proceed on the following phases of the project:

☒ **Fixed Fee Project: GIS Conversion – Phase II**

\$171,907.00

Scope of Work

Deliverables

The Schneider Corporation will provide the following products and services toward the development and implementation of a Geographic Information System (GIS) for Whitley County. All data layers will be digital, georeferenced to the State Plane NAD83 coordinate system, units feet; and seamless within and between data layers for the entire project (subject to the availability and quality of the data sources provided to The Schneider Corporation by local project officials). The Schneider Corporation will use the 'best available' digital and paper map and database sources identified below and provided by the local project officials at the time the project is started. Vector data layers will be delivered in Environmental Systems Research Institute, Inc. (ESRI) compatible format. In the following descriptions of data layers, 'attribute' refers to populating a map layer database with a map feature name or identification number. 'Label' and 'annotation' refers to creating and placing text description in the map view to provide visual information about map features; though some labeling may duplicate attribution, label text is not stored in the map layer database.

1. **Land Use polygon data layer for assessment purposes**
 - a. Land Use polygon data layer developed for assessment purposes from the orthophotography using photo interpretation and any existing land use records the client may provide.
 - b. Land Use will be interpreted for all non-residential parcels as determined by the CAMA data.
 - c. Land use will be attributed with Land Use code, as identified by the client at the beginning of the project.
 - d. Land use will be thematically displayed within the GIS for ease of clarification of land use type.
2. **Soils polygon data layer**
 - a. Soils polygon data layer from NRCS digital data, integrated into a seamless layer.
 - b. Existing soils data will be attributed with Soil Map Symbol (SMS) code (provided by NRCS). No additional attribution beyond what the NRCS provides will be added.
 - c. Soils will be labeled using auto-labeling routines in the GIS software, which allow for multi-scale viewing and no label maintenance requirements. The labels will consist of the soil map symbol, as identified in the attribute database. Because of space constraints, some labels may not fit completely within their feature boundaries.
3. **Legal Drains line and point data layers**
 - a. Legal drain line and point data layers from existing digital AutoCAD data and paper maps provided to Schneider by the Client at the beginning of the project. This layer will include regulated ditches and tiles.
4. **ArcIMS Website Creation**
 - a. Design and develop an ArcIMS based GIS Internet site to create a Public Access System.
 - i. The design of the web site is based upon the template GIS website created by The Schneider Corporation.
 - ii. Include standard functionality of GIS information.
 1. Navigational tools, including zoom, pan, and measure.
 2. Additional features, including identify feature, clear selection, and print.

3. Parcel search by (assumed proper relationship to CAMA/Real Estate data has been established):
 - a. Parcel Identification Number
 - b. Parcel Map Number
 - c. Owner Name
 - d. Parcel Address (as provided in County databases)
4. Feedback form that sends e-mail to Owner (assumes Owner has existing e-mail address).
5. Overview Map (On or Off).
6. Notification and Mail Merge functions (assumed proper relationship to CAMA/Real Estate data has been established).
- iii. Include standard interface and aesthetic qualities as identified by Owner.
 1. One review of color palette identified by TSC in the Project Initiation Meeting.
 2. One revision (up to 3 hours).
- b. Schneider will provide online user help documentation available within the application.
- c. Schneider will provide space for the following information, which will be provided by the Owner; legal disclaimers, system requirements, use of data, intent of data, recommend setup, privacy policy, introduction to web site.
- d. Schneider and Owner will coordinate a final review and product sign-off with the Owner.
 - i. Review period to be 20 working days from time site is activated for use.
- e. Project Services
- f. Project management
 - i. Project setup, client communication and ongoing project status reports.
 - ii. Daily project administration, with an established client reporting schedule.
 - iii. One day of on-site training in use and functionality of the ArcIMS web site to County employees. This is usually provided by scheduling a few hours per office over the course of a single day.

5. Website Hosting

- a. Schneider will host the GIS web site for 18 months (July, 2005 – December, 2006). GIS, CAMA, real estate, sketch, and property picture data, if available, will be updated through an automated process to be developed by Schneider. Updates of at least monthly of available data will occur unless otherwise directed by the Owner. Schneider will not attempt to update data that appears to be static, or modified on a schedule less frequently than monthly. In these events, an alternative schedule will be provided to the Owner.
 - i. Owner will provide the data in a shapefile or geodatabase format (to be determined by Schneider) for the following layers:
 1. Parcel
 2. Rights of way
 3. Centerline
- b. Software upgrades will be at the discretion of Schneider, and if implemented, be provided as part of the hosting fee.
- c. Access to the site will be defined as:
 - i. General public with no login or password restrictions.
 - ii. Specific key personnel (such as County employees, realtors, etc.) with login or password restrictions. This access is normally reserved for those that need additional functionality.
 - iii. Additional functionality for specific key personnel includes:
 1. Notification/Mail Merge
 2. Large Scale Printing/Layouts up to 11x17.
- d. Web hosting contract will expire at the end of the 18 month period (plus any extensions due to service interruptions as specified in the contract).
- e. Upon termination or expiration of a contract providing web hosting by Schneider, the County will receive any County specific GIS data layers and CAMA database files. If requested upon termination or expiration of the project, Schneider will assist in the transfer of ArcIMS based files to enable the County to host the project internally. In this instance, Schneider would retain ownership of the customized application code, but the County will have a license to use the code indefinitely.

6. Project Services

- a. Project and system design including:
 - i. Development of a data dictionary
 - ii. Development of a procedures manual
 - iii. Project file setup
 - iv. On site setup and installation
 - b. Training
 - i. One day on-site training for Agriculture Valuation Software.
 - c. Project management
 - i. The setup and configuration of a Project desktop web site, which enables client to access up to date project records, improved communication tools, and ongoing project status reports.
 - ii. Daily project administration, with an established client reporting schedule.
 - d. Quality Assurance management, including customization of procedures to best fit the client's needs, tax roll reconciliation, and process review.
 - e. Consulting
 - i. Assistance with communication with other organizations, including:
 - 1. Drafting of data requests from other organizations.
 - 2. Communication of project and product standards with other organizations on the client's behalf.
 - f. Metadata files for each layer create or converted by The Schneider Corporation for this project.
- 7. Software (all copies will be current shipping versions, for the Windows 2000 Professional or XP Professional operating system)**
- a. GeoGear Agricultural Land Valuation Software – one seat

Deliverables are subject to the following restrictions, cautions and disclaimers:

- a. Map features in a Geographic Information System (GIS), including but not limited to public land reference system corners and markers, ownership boundaries, road centerlines and rights-of-way, utility lines and controls, engineering structures, natural resources, and other jurisdictional boundaries are representations of original data sources for purposes of data access and analysis.
- b. Digital data in a GIS do not replace or modify site surveys, deeds and other conveyances, original and as built engineering plans, and other original drawings and/or legal documents that establish land ownership, land use, or on-site structure location.
- c. No field surveys or records research are undertaken to discover what variations, if any, derived land reference system boundaries deviate from monumented corners of record. Because The Schneider Corporation has no legal authority to determine or assign land title, any derived land reference system boundaries should not be construed as legal documents or evidences of land subdivision.
- d. The Schneider Corporation will collaborate with local project officials to procure relevant maps, database files, and other documents needed to deliver the proposed products and services, but will not perform research to locate archived records unless specified as a delivered product or service in Scope of Work.
- e. Apparent errors and omissions in data coverages that preclude performance by The Schneider Corporation of the products or services specified in Scope of Work will be reported to the appropriate local project individuals; these reports should not be construed as necessarily being comprehensive or exhaustive. The Schneider Corporation will apply procedures to minimize data errors and discrepancies during the data creation and conversion processes; however final data verification will be the responsibility of OWNER.

Participation by Local Officials

To ensure that the above products and services are provided in an accurate, timely, and comprehensive manner, Whitley County is expected to provide to The Schneider Corporation at no cost:

- Originals or high quality copies of available maps, documents, and database files as needed by The Schneider Corporation in order to prepare the digital data sets or other services previously specified.
- Staff time as necessary to locate, collect, and organize source documents; review digital data products for accuracy and completeness; and respond to The Schneider Corporation requests for data and system information.
- Any other materials or services judged by mutual agreement to be appropriate for the Whitley County GIS project.

Subcontractors

The Schneider Corporation will not subcontract out any portion of the GIS data conversion, or other aspects of the products and/or services related to these tasks.

Cost

Total cost of products and services: \$171,907.00

Project Length and Completion

Estimated length of this project is 9 months from a projected start date of April 4, 2005 [or] from the completion date of the "Phase I" GIS Cadastral Conversion Project, with a projected completion date of December 31, 2005. The Schneider Corporation will not be liable for delayed performance caused by the failure of local project officials, agents of the local project officials, or any County subcontractor to supply to The Schneider Corporation data or services in a timely manner; or any other reasons or causes not the fault of The Schneider Corporation.

Changes

As part of the quality control process, The Schneider Corporation will establish a review process with Whitley County. The Schneider Corporation will make any reasonable changes and corrections reported back to The Schneider Corporation within 30 days of the delivery of the final digital data to local project officials. Changes reported after 30 days will be made at The Schneider Corporation's discretion and may be extra cost.

For OWNER

By

Print

Title

Date

Tom Rethlake
TOM RETHLAKE
CHAIRMAN, COMMISSIONER
2-7-05



AUTHORIZATION TO PROCEED

PROJECT NAME: GIS Conversion – Hydro Layers

In accordance with Paragraph 3 of the Professional Services Agreement between Owner and Schneider, dated July 18, 2002, The Schneider Corporation is hereby authorized to proceed on the following phases of the project:

☒ **Fixed Fee Project: GIS Conversion – Phase II**

\$29,000.00

Scope of Work

Deliverables

The Schneider Corporation will provide the following products and services toward the development and implementation of a Geographic Information System (GIS) for Whitley County. All data layers will be digital, georeferenced to the State Plane NAD83 coordinate system, units feet; and seamless within and between data layers for the entire project (subject to the availability and quality of the data sources provided to The Schneider Corporation by local project officials). The Schneider Corporation will use the 'best available' digital and paper map and database sources identified below and provided by the local project officials at the time the project is started. Vector data layers will be delivered in Environmental Systems Research Institute, Inc. (ESRI) compatible format. In the following descriptions of data layers, 'attribute' refers to populating a map layer database with a map feature name or identification number. 'Label' and 'annotation' refers to creating and placing text description in the map view to provide visual information about map features; though some labeling may duplicate attribution, label text is not stored in the map layer database.

1. **Watershed polygon data layer**
 - a. Watershed polygon data layer developed from existing County paper maps provided to Schneider by the Client at the beginning of the project. Data will be aligned using the displacement generated for the parcel conversion.
 - b. The watershed data layer will be attributed with watershed name, as identified on the source maps provided.
 - c. An Acreage Divergence report will be created, using watershed acres per parcel by comparing acreages in the County Engineer's database and the acreage in the digital GIS watershed data layer.
2. **Flood Zone polygon data layer**
 - a. Flood Zone polygon data layer developed from current FEMA FIRM maps acquired by The Schneider Corporation.
 - b. Flood zones will be attributed with floodplain type (100 year vs. 500 year).
3. **Project Services**
 - a. Project management and consulting
 - b. Quality Assurance management
 - c. Project and system design including:
 - i. Development of procedures manual
 - ii. Project file setup
 - iii. On-site set-up and installation

Deliverables are subject to the following restrictions, cautions and disclaimers:

- a. Map features in a Geographic Information System (GIS), including but not limited to public land reference system corners and markers, ownership boundaries, road centerlines and rights-of-way, utility lines and controls, engineering structures, natural resources, and other jurisdictional boundaries are representations of original data sources for purposes of data access and analysis.

- b. Digital data in a GIS do not replace or modify site surveys, deeds and other conveyances, original and as built engineering plans, and other original drawings and/or legal documents that establish land ownership, land use, or on-site structure location.
- c. No field surveys or records research are undertaken to discover what variations, if any, derived land reference system boundaries deviate from monumented corners of record. Because The Schneider Corporation has no legal authority to determine or assign land title, any derived land reference system boundaries should not be construed as legal documents or evidences of land subdivision.
- d. The Schneider Corporation will collaborate with local project officials to procure relevant maps, database files, and other documents needed to deliver the proposed products and services, but will not perform research to locate archived records unless specified as a delivered product or service in Scope of Work.
- e. Apparent errors and omissions in data coverages that preclude performance by The Schneider Corporation of the products or services specified in Scope of Work will be reported to the appropriate local project individuals; these reports should not be construed as necessarily being comprehensive or exhaustive. The Schneider Corporation will apply procedures to minimize data errors and discrepancies during the data creation and conversion processes; however final data verification will be the responsibility of OWNER.

Participation by Local Officials

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- Staff time as necessary to locate, collect, and organize source documents; review digital data products for accuracy and completeness; and respond to The Schneider Corporation requests for data and system information.
- Any other materials or services judged by mutual agreement to be appropriate for the Whitley County GIS project.

Subcontractors

The Schneider Corporation will not subcontract out any portion of the GIS data conversion, or other aspects of the products and/or services related to these tasks.

Cost

Total cost of products and services: \$29,000.00

Project Length and Completion

Estimated length of this project is 9 months from a projected start date of April 4, 2005 [or] from the completion date of the "Phase I" GIS Cadastral Conversion Project, with a projected completion date of December 31, 2005. The Schneider Corporation will not be liable for delayed performance caused by the failure of local project officials, agents of the local project officials, or any County subcontractor to supply to The Schneider Corporation data or services in a timely manner; or any other reasons or causes not the fault of The Schneider Corporation.

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For OWNER

By Tom Rethlake
 Print TOM RETHLAKE
 Title CHAIRMAN, COMMISSIONER
 Date 2-7-05